
Job Title	Volunteer Coordinator
Department	Human Resources
Reports to	HR Director
Effective Date	3/2/2023

Position Summary

The **part-time** Volunteer Coordinator will administer all aspects of the organization's volunteer program, including recruiting, interviewing, supervising and training volunteers.

Principal Duties and Responsibilities*

- Communicates with all departments to identify available opportunities and needs for volunteers.
- Recruits volunteer staff to fit these roles using a variety of resources and techniques.
- Matches volunteers with appropriate opportunities based on their skills, goals, and availability.
- Ensure required training is completed for all volunteers.
- Schedules, coordinates, and assigns volunteers to appropriate departments, supervisors, and/or mentors.
- Regularly communicates with volunteers to ensure the placement is a good fit.
- Maintains files, records, applications, and other data concerning the volunteer program.
- Drafts, maintains, and publishes guidelines, best practices, and procedures for the volunteer program.
- Coordinates volunteer recognition and appreciation events and activities.
- Performs other related duties as assigned.

Required Skills or Abilities*

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Strong leadership skills with the ability to motivate and encourage others.
- Proficient with Microsoft Office Suite or related software.

Required Knowledge, Experience, or Licensure/Registration

- High School Diploma or its equivalent.
- Experience in customer service, office work, or a clinical setting. Bilingual ability strongly preferred.
- Ability to work remotely; office set up with access to secure Internet connection.
- COVID and flu vaccines

Exempt Status

*To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the essential duties of the job.

Acknowledgment

I have read and understand my job description, and I have discussed my job requirements and responsibilities with my supervisor.

Employee Name _____

Employee Signature and Date _____

Supervisor Name _____

Supervisor Signature and Date _____

